

**STATE OF SOUTH CAROLINA**

**EMERGENCY SHELTER GRANTS PROGRAM**

**ANNUAL ACTION PLAN**

**for**

**PROGRAM YEAR 2009**

**Submitted To:**  
**U.S. Department of Housing and Urban Development**  
**Community Planning and Development Division**  
**1835-1845 Assembly Street**  
**Columbia, South Carolina 29201**

**Prepared By:**  
**Office of the Governor**  
**Office of Economic Opportunity**  
**1205 Pendleton Street, Columbia, South Carolina 29201**  
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**January 2009**

## ESG Certifications

The State, seeking funds under the Emergency Shelter Grants (ESG) Program, certifies that it will ensure that its recipients of ESG funds comply with the following requirements:

**Major Rehabilitation/Conversion** - In the case of major rehabilitation or conversion, it will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 10 years. If the rehabilitation is not major, the recipient will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 3 years.

**Essential Services** - Where the assistance involves essential services or maintenance, operation, insurance, utilities and furnishings, it will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to particular site or structure as long as the same general population is served.

**Renovation** - Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** - It will assist homeless individuals in obtaining appropriate supportive services, including permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living, and other Federal, State, local, and private assistance for such individuals.

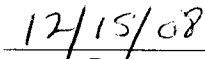
**Matching Funds** - It will obtain matching amounts required under 24 CFR §576.71.

**Confidentiality** - It will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** - To the maximum extent practicable, it will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under this program, in providing services assisted through this program, and in providing services for occupants of such families.

**Consolidated Plan** - It is following a current HUD-approved Consolidated Plan.

  
\_\_\_\_\_  
Signature/Authorized Official

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Title

OFFICE OF THE GOVERNOR  
OFFICE OF ECONOMIC OPPORTUNITY

***PY 2009 EMERGENCY SHELTER GRANTS PROGRAM***

**REQUEST FOR APPLICATIONS**

**Instructions**

The Office of the Governor, Office of Economic Opportunity (OEO), is requesting applications for the PY 2009 Emergency Shelter Grants (ESG).

All units of local government and public & private non-profit organizations **(with certification from the unit of local government in their area)** that provide services to the homeless are eligible to apply for ESG funds. One application per agency/organization should be submitted to the OEO for consideration. Private non-profit organizations must have a 501(c)3 certification and be registered in the State of South Carolina.

Applications for ESG Program funds must be prepared in accordance with the instructions provided in this Request for Applications (RFA). The contents of the application should be concise and objective. When statistics are cited, the source of the data is to be completely referenced.

Any questions regarding this RFA or the ESG Program should be directed to Margaret Gibson, Senior Manager for ESG, at (803) 734-1266; or Serdaria Bouknight, ESG Program Coordinator, at (803) 734-0390, 1205 Pendleton Street, Room 362, Columbia, South Carolina 29201.

**The OEO must receive an original unbound application and three (3) bound copies no later than 5:00 p.m., on Monday, April 13, 2009. Only applications received on or before the due date will be considered for funding. Faxes are not allowed.**

OFFICE OF THE GOVERNOR  
OFFICE OF ECONOMIC OPPORTUNITY

**PY 2009 EMERGENCY SHELTER GRANTS PROGRAM  
REQUEST FOR APPLICATIONS**

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**PART I: PROGRAM OVERVIEW**

**A. Scope and Purpose**

The State of South Carolina's ESG Program exists as a result of the 1988 Stewart B. McKinney Homeless Assistance Act as codified by 24 CFR Part 576. The program is designed to be the first step in a continuum of assistance to enable homeless individuals and families to move toward independent living as well as to prevent homelessness. According to the Act, the State can make grants to units of local government and non-profit organizations (which have certification from their unit of local government) for the following purposes:

- To rehabilitate or convert buildings for use as emergency shelters for the homeless;
- To assist with the operating expenses of emergency shelters;
- To provide certain essential services in connection with emergency shelters for the homeless; and
- To provide homeless prevention activities.

**B. The Program's Clientele**

The grant is intended to address the needs of the individuals and families who are homeless or at risk of becoming homeless. According to 42 U.S.C. 11302, the Federal government has defined 'homeless' to mean:

1. An individual who lacks a fixed, regular, and adequate nighttime residence; and;
2. An individual who has a primary nighttime residence that is either
  - a. A supervised public or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
  - b. An institution that provides a temporary residence for individuals intended to be institutionalized; or
  - c. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

The term "homeless" does not include any individual imprisoned or otherwise detained under an act of Congress or a state law. **The State's one-year goal for the number of homeless individuals to be served is at least 25,000 individuals.**

At risk individuals include people who are at imminent risk of losing their housing because they are being evicted from private dwelling units or are being discharged from an institution and have no primary nighttime residence. **The State's one-year goal for the number of at-risk individuals to be provided with preventive services such as rental assistance is 300 households.**

Note: The grant is also intended to address the need of "*chronically homeless*" individuals, defined by the US Department of Housing and Urban Development (HUD) as:

*An unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four episodes of homelessness in the past three years. To be considered chronically homeless persons must have been sleeping in a shelter or on the street for that time.*

Furthermore, HUD defines a “*disabling condition*” as:

*A diagnosable substance abuse disorder, serious mental illness, developmental disability or chronic physical illness or disability including the co-occurrence of two or more of these conditions. A disabling condition limits an individual’s ability to work or perform one or more activities of daily living.*

**C. Amount Limitation**

For the 2009 Program Year, applicants may apply for a maximum amount of \$75,000. There is no minimum amount. Only one application is allowed per agency or organization.

**D. Matching Requirement**

ESG funds require a dollar-for-dollar match. Applicants must submit certification of a local match. A match may either be in the form of a cash contribution or donated/in-kind resources such as the value of buildings, equipment and volunteer services. Resources used for match in previous ESG grants or in other current grants cannot be used for this funding period. Volunteer services will be computed at \$5.00 per hour. [Note: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the community.]

**E. Eligible Activities**

ESG funds can be expended under the following allowable categories:

1. **RENOVATION, MAJOR REHABILITATION AND CONVERSION—24 CFR 576.3 (See Section F. Use Requirements):** Renovations and minor rehabilitation means rehabilitation that involves costs of 75% or less of the value of the building before rehabilitation. Conversion and major rehabilitation means a change in the use of the building where the cost of the conversion and any rehabilitation costs exceed 75% of the value of the building. Value of the building means the monetary value assigned to a building by an independent real estate appraiser, or as otherwise reasonably established by the grantee or the State subgrantee. Subgrantees must follow all OEO procurement policies.

**ENVIRONMENTAL REVIEW PROCEDURES**

The 1988 McKinney Amendment Act revised the environmental review procedures for assistance under Title IV of the Act, including ESG, by making applicable the provisions of, and regulations and procedures under section 104(g) of the Housing and Community Development Act of 1974 (42 U.S.C. Sec. 5304 (f)). The regulations are codified at 24 CFR Part 58. Also, see 24 CFR 576.57e (Release of Funds), and 24 CFR 35 (Lead Based Paint Hazard Reduction).

- **Applications including a request for Rehabilitation funds must include a Preliminary Environmental Review Checklist.** An organization that is awarded funds for rehabilitation activities must undergo an Environmental Review.
- **No funds may be obligated or expended for rehabilitation activities until the project has been environmentally cleared. For ESG funds**

**distributed by the State to units of local government, the unit of local government must assume the environmental responsibilities, and the State will be responsible for providing a release of funds in accordance with the requirements of 24 CFR Part 58.**

For funds distributed by the State to *nonprofit organizations*, the State must assume the environmental responsibilities, and HUD will provide the release of funds in this instance.

In either case, funds may be obligated or expended only after the *Request for Release of Funds* and *Certification of Compliance with Environmental Regulations* at 24 CFR Part 58 have been approved in writing.

- OEO may accept a previous environmental review if: 1) the environmental review is not more than 5 years old and no structural changes have occurred; 2) the certifying entity provides documentation that no environmentally significant changes have occurred since the review was done; and 3) a copy of the environmental review is submitted as part of the ESG application.

**Ineligible** rehabilitation or renovation costs include:

- Acquisition of real property
- New construction
- Property clearance or demolition
- Rehabilitation administration
- Staff training or fund raising activities associated with rehabilitation
- Building maintenance and repairs—to non-fixtured items (See Operations—#4, page 5)

2. **ESSENTIAL SERVICES—24 CFR 576.3 (not to exceed 30% of the grant amount):** Essential services include a broad range of support services in the areas of employment, health, drug abuse or education that address the immediate needs of the homeless and help enable homeless persons to become more independent and to secure permanent housing. Essential services are available to homeless persons who are residing in emergency and transitional shelters receiving funds under this grant. In addition, essential services for homeless persons may be funded in day shelters or soup kitchens that are designed to serve predominantly homeless persons. Finally, essential services may also be provided by shelters or day shelters that address the needs of persons residing on the street. Essential services include but are not limited to:

- Assistance in obtaining permanent housing, (a copy of the rental agreement must be maintained in the client file)
- Medical and psychological counseling and supervision,
- Employment counseling,
- Nutritional counseling,
- Substance abuse treatment and counseling,
- Assistance in obtaining other Federal, State and local assistance including mental health benefits, employment counseling; medical assistance; Veteran's benefits; and income support assistance such as Supplemental Security Income benefits, Temporary Assistance for Needy Families, General Assistance, and Food Stamps,
- Other services such as child care, transportation, job placement and job training, and

- Staff salaries necessary to provide the above services. Salaries charged must be for ESG activities only. Subgrantees must provide position descriptions for salaries charged to this grant.

**Ineligible** essential services costs include:

- Existing services and staff (services must be new or provided to more persons)
- Salary of case management supervisor when not working directly on participant issues
- Advocacy, planning, and organizational capacity building
- Staff recruitment/training
- Transportation costs not directly associated with service delivery

3. **PREVENTIVE SERVICES—24 CFR 576.3 (not to exceed 30% of the grant amount):** Preventive Services are activities or programs designed to prevent the incidence of homelessness. ESG funds for homeless prevention must be expended within 180 days of the start of the grant period (by December 27, 2009). Prevention services include but are not limited to:

- a. Short term subsidies to defray rent and utilities. (A copy of the eviction or cut-off notice must be maintained in the client file.)
- b. Security deposits or first month's rent only for the purpose of preventing a family from becoming homeless to move into an apartment. (A copy of the rental agreement must be maintained in the client file.)
- c. Mediation programs for landlord-tenants disputes.
- d. Legal services programs for the representation of indigent tenants in eviction proceedings.
- e. Payments to prevent foreclosure on a home.
- f. Other innovative programs and activities designed to prevent the incidence of homelessness.

***Federal regulations require that all funds allocated to preventive services be expended within 180 days of the grant award.***

Development and implementation of homeless prevention activities are subject to the limitations in 42 U.S.C. 11374(a)(4)—grant funds may be used under this paragraph to assist families that have received eviction notices or notices of termination of utility services only if the conditions stated in 42 U.S.C. 11374(a)(4) are met as follows:

- The inability of the family to make the required payments must be the result of a sudden reduction in income;
- The assistance must be necessary to avoid eviction of the family or termination of utility services to the family;
- There must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and
- The assistance must not supplant funding for preexisting homeless prevention activities from other sources.

**Ineligible** homeless prevention costs include:

- Housing/services to homeless persons
- Direct payments to individuals
- Long-term assistance beyond several months
- Application for Federal Funds

4. **OPERATIONAL COSTS—24 CFR 576.21(a)(3):**

- a. **Maintenance and Operations** - This category includes expenses incurred by a subgrantee operating a facility with respect to:

- The maintenance, repair, and security of such housing; and
- Operations, rent, repairs, security, fuel, equipment, insurance, utilities, food, and furnishings for the shelter only.

**When requesting ESG assistance with the provision of food, the applicant is required to provide a copy of the shelter facility's most recent DHEC inspection and/or proof of liability insurance.**

- b. **Operational Staff Costs (including fringe benefits cannot exceed 10% of the total grant award.)** Administrative staff costs for operations are the only costs that should be reflected in this category. Costs charged must be provided at a reasonable cost and be directly related to an ESG eligible expenditure category. Subgrantees must submit position descriptions and cost share method, if applicable, for all salaries charged to this grant. Executive Director salaries may only be charged to ESG if they are directly involved in the provision of ESG-funded services and activities.

**Ineligible** operating or maintenance costs include:

- Recruitment or on-going training of staff
- Depreciation
- Costs associated with the organization rather than the supportive housing project (advertisements, pamphlets about organization, surveys, etc.)
- Staff training, entertainment, conferences or retreats
- Public Relations or fund raising
- Bad debts/late fees
- Mortgage payments
- Direct assistance payments to clients
- Replacement of fixtures and/or rehabilitation, acquisition, or construction.

**F. Certifications of Use Restrictions Requirement**

If any grant funds are to be used for activities under section E(1) the following must be adhered to:

- In the case of assistance involving major rehabilitation or conversion, subgrantee shall certify that the building for which assistance is used will be maintained as a shelter for homeless individuals and families for not less than a ten year period; or
- In the case of assistance involving rehabilitation (other than major rehabilitation or conversion), subgrantee shall certify that the building for which assistance is used will be maintained as a shelter for homeless individuals and families for not less than a three year period;
- Any renovation carried out shall be sufficient to ensure that the building involved is safe and sanitary.

ESG funds are not guaranteed for subsequent years. For this reason, applicants engaging in any activity outlined in E(1) Eligible Activities are required to substantiate a strategy to maintain the shelter for the required time period.



Substantial community support has proven to be an essential component of an applicant's ability to obtain the needed resources to maintain and develop the shelter in subsequent years.

**F-1. Lease Agreements**

Every lease agreement for an emergency shelter must be for the required time period; 3 years in the case of minor rehabilitation and 10 years in the case of major rehabilitation. Each applicant requesting funds for rehabilitation will be required to submit a lease agreement along with their application. Additionally, applicants requesting assistance with rent of shelter facilities must submit a copy of its lease agreement.

**G. Faith-Based Activities**

Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the ESG program. Neither the Federal governments nor a State or local government receiving ESG funds shall discriminate against an organization on the basis of the organization's religious character or affiliation.

Organizations that are directly funded under ESG may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under this part. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under this part, and participation must be voluntary for the beneficiaries of the HUD-funded programs or services.

A religious organization that participates in ESG will retain its independence from the Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that it does not use ESG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization.

An organization that participates in the ESG program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

ESG may not be used for the rehabilitation of structures to the extent that those structures are used for inherently religious activities. ESG may be used for the rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under this part. Where a structure is used for both eligible and inherently religious activities, ESG may not exceed the cost of those portions of the rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to ESG in this part. Sanctuaries, chapels, or other rooms that an ESG-funded religious congregation uses as its principal place of worship, however, are ineligible for ESG-funded improvements. Disposition of real property after the term of the grant, or any change in use of the property during the term of the grant, is subject to government-wide regulations governing real property disposition (See 24 CFR parts 84 and 85).

## **H. Performance Requirements**

The grant period for ESG projects is one year; effective on the date the state makes funds available to the subgrantee. In general, projects requesting funds for rehabilitation may encounter a delay in obtaining results for the environmental review from the various agencies involved. Environmental reviews generally take 60-90 days to complete. Applicants may want to consider this factor in determining where to use local match.

ESG funds must be obligated within 180 days after the date the state makes the funds available to the ESG subgrantee and must be expended within one year of the date the state makes the funds available. Homeless Prevention funds as defined in 24 CFR Part 576.21 must be obligated within 30 days.

**ESG funds used for Homeless Prevention must also be expended within 180 days of the date the State made the funds available. This 180 day threshold only applies to funds allocated for Homeless Prevention.**

All projects must begin within three (3) months of the date the state made the funds available to the applicant. If the program has not started within three (3) months of the award date, without written and justifiable cause, the state reserves the right to rescind the grant award. *Start-up is defined as significant expenditure of funds.* In addition, agencies must provide the OEO with written notification of closure within fifteen (15) days prior to actual closure.

The state reserves the right to recapture ESG funds under the following circumstances:

- a. Those who do not meet the performance requirements outlined in the approved project;
- b. Those who are unable to comply with the regulatory deadlines on obligation and disbursement as outlined at 24 CFR Part 576.55(a) (2); and,
- c. Those who otherwise, without appropriate justification, have failed to implement the project as set forth in their approved ESG Grant Application.

**Applicants are required to submit a timetable outlining the tasks required for accomplishment of project goals. The timetable submitted will be used to monitor project performance.**

## **I. Performance Threshold**

**Non-responsible performance means failure to expend funds in a timely manner, failure to timely and/or adequately address monitoring issues, failure to report in a timely manner, and/or failure to provide services and perform in accordance with the criteria outlined in the Grant Agreement.**

## **J. Method of Payment**

**Disbursement of funds will follow a cost reimbursement procedure and will be for actual funds expended.** Subgrantees shall only be reimbursed for costs that have been incurred within the current grant year and corroborated with paid invoices or other evidence of subgrantee expenditure or outlays. Requests for reimbursement should be submitted on a monthly basis.

Subgrantees must also submit the final request for reimbursement to the OEO within 15 days after the expiration of the grant period (by June 30, 2009).

**Applicants are reminded that any costs incurred or paid prior to the beginning of the start-up date or after the ending date cannot be reimbursed by the grant.**

**K. Homeless Participation & Termination of Assistance**

1. **Homeless Participation:** The federal regulation at 24 CFR 576.56 (b) describes this participation as:

**Participation 24 CFR 576.56 (b)**

1. Each unit of local government and nonprofit recipient that receives funds under this part must provide for the participation of homeless individuals on its policymaking entity in accordance with 42 U.S.C. 11375 (d).
2. Each State, territory, unit of local government, and nonprofit recipient that receives funds under this part must involve homeless individuals and families in providing work or services pertaining to facilities or activities assisted under this part, in accordance with 42 U.S.C. 11375 (c) (7).

The regulation refers to the following sections of the statute:

**Participation of homeless individuals 42 U.S.C. 11375 (d)**

The Secretary shall, by regulation, require each recipient that is not a State to provide for the participation of not less than 1 homeless individual or former homeless individual on the board of directors or other equivalent policymaking entity of such recipient, to the extent that such entity considers and makes policies and decisions regarding any facility services, or other assistance of the recipient assisted under this part. The Secretary may grant waivers to recipients unable to meet the requirement under the preceding sentence if the recipient agrees to otherwise consult with homeless or formerly homeless individuals in considering and making such policies and decisions.

**Certifications on Use of Assistance 42 U.S.C. 11375 (c) (7)**

Each recipient shall certify to the Secretary that...to the maximum extent practicable, it will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under this part, in providing services assisted under this part, and in providing services for occupants of facilities assisted under this part.

**The OEO requires that all applicants submit a policy on homeless involvement as an attachment to the application.**

2. **Termination of Assistance & Grievance.** The federal regulation at 24 CFR 576.56 (a) (3) describes the termination provision:

**Termination of Assistance 24 CFR 576.56 (a) (3)**

Grantees and recipients may, in accordance with 42 U.S.C. 11375 (e), terminate assistance provided under this part to an individual or family who violates program requirements.

The Federal statute details termination of assistance:

**Termination of Assistance 42 U.S.C 11375 (e)**

If an individual or family who receives assistance under this part from a recipient violates program requirements, the recipient may terminate assistance in accordance with a formal process established by the recipient that recognizes the rights of individuals affected, which may include a hearing.

**The OEO requires that all applicants submit a termination policy that details grievance procedures as an attachment to the application.**

**L. Timetable**

The State will make available to units of general local government and non-profit organizations all ESG Program funds within 65 days of the date the state receives its grant award notice from the U.S. Department of Housing and Urban Development. **A tentative timetable for the 2009 ESG, based on HUD's pending approval, is as follows:**

February 13, 2009	State issues Requests for Applications (RFA) statewide solicitation
February 27, 2009	State holds pre-application (orientation) workshop, provides ESG Application overview, and other pertinent information
April 10, 2009	ESG Applications due at the OEO for 2009 funding consideration and review
June 12, 2009	State informs applicants of the awards
June 26, 2009	Post awards workshop—Emergency Shelter Grants Program Grant Agreements distributed and signed
July 1, 2009- June 15, 2009	Program Year 2009 grant period

**As indicated above, this is a tentative timetable, therefore subject to change at the discretion of OEO.**

**PART II: APPLICATION COMPONENTS**

**OEO forms must be used. Do not alter OEO forms unless the form indicates that it can be modified. Applications must be organized in the following order:**

1. Project Narrative
2. Identification of Funding Sources & Past Performance
3. Statement of Need
4. Agency Outcome Measures / Planned Accomplishments & National Objectives and Outcomes (Planned Accomplishments Form and Accomplishments Analysis Form, as applicable)
5. Local Capacity and Timetable
6. Project Budget/Match
7. Current Fidelity Bond
8. Most Recent Certified Independent Audit, if required
9. Assurances, Certifications, Current Board Roster, and Supporting Documentation

**Please include forms and attachments in the application sections specified by the RFA.**

**Each section must begin on a separate page and be appropriately labeled.**

**An original unbound and three (3) bound copies of the application must be submitted to the OEO by the application due date. The original and copies should have tabs to mark each requirement in “A” above.**

**At the discretion of the OEO, a grant may not be awarded to an emergency shelter which has a serious, outstanding audit or monitoring finding involving the potential for significant monetary restitution, non-responsiveness, or non-responsible performance on any previously funded ESG grant.**

<b>Section 1: Project Narrative</b>
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The narrative should be clear and concise and include the following:

- A. Identification of the applicant organization, the exact location (physical address) of the administrative office and each funded shelter and not more than one paragraph summarizing the applicant's capability.
- B. Reason(s) for the grant request.
- C. The target population, the shelter's days /hours of operation, and the agency's bed capacity.
- D. Provide a brief narrative description of the applicant's programs and services, proposed ESG activities, and how the two relate.
- E. Applicants with projects involving rehabilitation are required to complete Section 106 Project Review Form and the Preliminary Environmental Review Checklist included in the appendices, in addition to the project narrative.

***Please be very concise. The narrative should not exceed one page.***

<b>Section 2: Identification of Funding Sources (Leveraged Funds) &amp; Past Performance</b>
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Past Performance must reflect historical expenditure data, reporting and/or monitoring issues, and outcome tracking. Use the Identification of Funding Form and Past Performance Form to complete this section. Complete forms in their entirety.

<b>Section 3: Statement of Need</b>
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In the statement of need, the applicant must describe, as accurately as possible, the homeless situation as it exists in its service area. The following components must be addressed:

- A.
  - 1. Identify the target population of homeless persons (for example “chronically homeless,” homeless children, homeless families, homeless veterans, victims of domestic violence) that you are seeking to serve. Define your service area and include specific data on the estimated number of these homeless persons in your service area, with reference to the data sources. Describe any unique characteristics of your target population that may impact the type, manner, and scope of the services that are provided and/or needed.
  - 2. Describe any substantially unmet needs of homeless persons in your service area in terms of housing and support services, particularly among your target population.
  - 3. Describe any other special conditions that make the homeless problem especially difficult in your service area.
- B. Describe the problems affecting your target population and/or the needs that you are seeking to address through your proposed project. Please list problems/needs in order of priority, starting with the most important need.

- C. List other shelters and resources available to assist the homeless in your service area, and for each, briefly describing the following:
1. Target population;
  2. Maximum capacity (e.g. number of beds) and allowable length of stay;
  3. Hours of operation;
  4. A brief description of the services provided; and
  5. Explain how your agency will fill a need not met by current resources.

<b>Section 4: Agency Outcome Measures / Planned Accomplishments &amp; National Objectives and Outcomes</b>
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I. Accomplishments Form (planned outcomes)

- A. **Agency Outcome Measures:** In accordance with new Federal requirements, applicants must submit detailed documentation concerning outcome measures. Explain the types of services offered to the agency's clients beyond those specifically intended to meet the emergency needs. Outcome measures demonstrate the applicant's ability to move their clients toward self-sufficiency. For example, an outcome measure for an applicant might be the number of shelter clients placed into a transitional housing program. Agency objectives and outcome measures to be achieved should be indicated in the narrative section of the OEO Accomplishments Form.
- B. **Planned Accomplishments & National Objectives and Outcomes:** Applicants must complete and provide the OEO Accomplishments Form in order to indicate targets for the 2009 ESG year.
- a. Identify the National Performance Measurement Objective that most accurately describes what the agency intends to accomplish by performing the activity.
    1. Suitable Living Environments: (Emergency shelters and transitional shelters for homeless persons including rehabilitation, operations and services) Activities that benefit communities, families, or individuals by addressing issues in their living environment.
    2. Decent Affordable Housing: (Homeless prevention activities) Housing activities that meet individual, family or community needs.
    3. Creating Economic Opportunities: Activities related to economic development, commercial revitalization, and job creation. (This does not include job training or educational services.)
  - b. Identify the National Performance Measurement Outcome that most accurately describes what the agency intends to accomplish by performing the activity.
    1. Availability/Accessibility: (Emergency shelters and transitional shelters for homeless persons including rehabilitation, operations and services) Activities that make shelter and services available and accessible. Note that accessibility does not refer only to physical barriers.
    2. Affordability: (Homeless prevention activities) Activities that provide affordability through rent/mortgage assistance, utility assistance, and 1st month rent/security deposit assistance and landlord/tenant mediation/legal services.
    3. Sustainability: Activities that promote livable or viable communities and neighborhoods by removing slums or blighted areas.

**Note: ESG Guidance: Objective / Outcome**

For ESG homeless assistance activities (Emergency shelters and transitional shelters for homeless persons including rehabilitation, conversion, operations and essential services), the preferred OBJECTIVE is:

(1) “Suitable Living Environment”.

The preferred OUTCOME for ESG homeless assistance activities is:

(1) “Availability/Accessibility”.

For ESG homeless prevention activities, the preferred OBJECTIVE is:

(2) “Decent, Affordable Housing”.

The preferred OUTCOME for ESG homeless prevention activities is:

(2) “Affordability”.

**II. Self-Assessment of Outcomes**

If an applicant has been previously funded, the current application for funding must include an assessment of its previous planned versus actual accomplishments submitted during the prior grant cycle. Utilize OEO’s Accomplishments Analysis Form to complete this section.

<b>Section 5: Local Capacity and Timetable</b>
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Applicants must:

- A.
  1. Identify the person(s) in their organization(s) who will be responsible for the administration of the ESG award and identify their responsibilities with respect to this project.
  2. Using the Application & Authorized Signature Form, identify all individuals who are responsible for signing checks and requesting reimbursements.
- B. Each applicant must submit a timetable outlining how and when the various facets of the project will be executed. **The timetable should detail the expected expenditure of funds as compared with the elapsed time within the program year at least on a quarterly basis. Additionally, the timetable should also indicate guidelines for achieving the national objectives and outcomes, as well as the local goals provided in Section 4 of the application.**
- C. Applicants are required to describe their financial management capacity and procedures.
- D. The provision of comprehensive assistance to the homeless individuals either through direct services or referrals to other human services providers is a requirement of the ESG. State how you propose to provide the homeless with supportive services or state the agency(s) that you will coordinate with to provide those services. Be as specific as possible, listing the agency, nature and amount of service or assistance provided.
- E. Applicants must submit documentation or a plan on how the shelter will be maintained in subsequent years.
- F. Describe the extent to which the homeless clients’ needs could be adequately addressed by other resources in your community without the requested ESG services.

- G. Applicants must complete and include in this section the OEO COC/HMIS Form that will provide information on the applicant's participation in both its local continuum of care and the Homeless Management Information System.

## Section 6: Budget/Match Documentation

### Budget

- A. Each applicant must submit a budget for all funds requested and applicant's contribution. If awarded, funds cannot be expended until the budget is approved by OEO and the grant agreement has been executed.
- B. Applicants must make sure they do not exceed the budget caps associated with the various service elements. As previously stated, salary expense must be accompanied by staff names and position descriptions and regulatory guidelines concerning eligible and ineligible activities must be adhered to.
- C. Applicants must include a detailed Budget Narrative, including estimated costs for services to be procured, salary expenses, and/or equipment to be purchased. All budget documentation must exhibit adherence to the ESG guidance provided throughout this RFA.
- D. If an application includes costs for any item classified as repair according to the HUD Maintenance memo previously referenced in this RFA, the application will be considered incomplete if it does not include the required environmental documentation.

### Match

ESG requires a dollar-for-dollar match. The match can be either in cash contribution, donated resources, or volunteer services. Please refer to 24 CFR part 576.71 and/or Part I, Section D of this RFA to determine allowable sources for match and other related information. Applicants must:

- A. Identify the sources(s), amount(s) and specific use of all local matching funds and resources. **Special Note: *You will be expected to produce and use any funds/resources listed here. Please ensure that any funds/resources listed here are available for your use.*** Applicants are reminded that resources used in previous ESG cycles as subgrantee contribution cannot be utilized. Additionally, resources used to fulfill the match requirement of another grant within the same program year as the ESG grant received cannot be utilized. Finally, if staff salaries are to be included as a match expense, names and position descriptions must also be submitted.
- B. Include commitment letters for every component of local funds. The commitment letter must include, but is not limited to, the following information:
  - 1. Language which indicates that funds or in-kind contributions have been committed by individuals or organizations authorized to award the funds.
  - 2. The specific dollar amount/resource and time period.
  - 3. An itemization of any in-kind contributions and a description of how the value was determined.
  - 4. Signature of authorized official.

**Use the Budget, Match, and Narrative Forms to complete this section. Please include names and position descriptions for all staff indicated in the budget.**



## Section 7: Fidelity Bond

The purchase of a fidelity bond is an allowable cost for ESG, in accordance with OMB Circular A-122. The agency's Board of Directors must deem the purchase of a fidelity bond to be a necessary cost. The agency will be required to submit Board minutes approving the purchase of a fidelity bond. The OEO will only approve a reimbursement not to exceed the grant's actual pro rata share of the bond.

## Section 8: Certified Independent Audit Report

Applicants must submit a copy of the most recent certified independent audit report if required by Federal law (within nine months of the grant award). New shelter applicants will have nine (9) months after the first fiscal year to submit their audit report. **In accordance with OMB Circular A-133, the cost of audits are allowable charges provided the agency has federal award expenditures of greater than \$500,000 and the audit costs are allocated proportionately across audited programs such that the percentage of costs charged shall not exceed the percentage derived by ESG funding in relationship to the total federal expenditures.**

## Section 9: Assurances, Certifications, Current Board Roster and Supporting Documents

- A. Attach to your application an endorsement from the unit of local government that authorizes the submission of the application and identifies and commits the local match funds, if appropriate. If, due to scheduling, the governing body cannot provide an endorsement, a letter signed by the chief elected or duly authorized representative (i.e., City or County Manager) may be substituted for the endorsement. If the shelter is within an incorporated area, then the local government endorsement must be from that representative body.
- B. Attach to your application a letter of commitment from the chairperson of the agency's Board of Directors. The letter must state the commitment of the Board and the shelter toward this project.
- C. Please attach a map showing the location of the proposed project(s). In the case of renovations, identify the current space and the area to be renovated.
- D. **The following certifications must be executed and returned as a part of this application.** Each certification must be signed by the Executive Director, Board Chairperson or the Chief Elected Official of the unit of local government, in cases where the unit of local government is the subgrantee.
  - 1. Federal Certifications.
  - 2. Certification (Endorsement) of Local Government Commitment. This is not required where the unit of local government is the applicant.
  - 3. Certification of Matching Funds.
  - 4. Certification of Safe Environs.
- E. A copy of the most recent review and rating documentation conducted at the facility to meet license and code requirements must be submitted—to include both DHEC and Fire Inspection reports stating whether or not the facility is in compliance with all applicable health & safety requirements (as well as all other pertinent documents indicating compliance with applicable codes). **Additionally, for all facilities that provide shelter to children for more than 100 days and were constructed prior to**

**1978, the applicant must provide evidence of a lead-based paint inspection, as well as any corrective measures that have been performed.**

- F. **All applicants must submit documentation to demonstrate their non-profit status. Private non-profit organizations must have a 501(c) 3 certification and be registered in the State of South Carolina.**
- G. **Applicants must submit a formal policy on termination of assistance, which recognizes the individual's right to a hearing.**
- H. **Per 24 CFR 576.56, applicants must submit a formal policy on homeless participation that provides for the participation of homeless individuals on its policymaking entity in accordance with 42 U.S.C. 11375(d).**
- I. **Attach to your application the agency's confidentiality policy.**
- J. **Current Board Roster**

### **PART III: SELECTION PROCESS**

- A. Evaluation: The evaluation process will ensure that funds are awarded to units of local government and/or non-profit applicants that successfully demonstrate: (1) the nature and extent of the unmet homeless need within its service area, (2) proposed activities that directly address those needs, and (3) the ability to utilize awarded funds promptly.

Each complete application will be evaluated by a review panel. The evaluation instrument is included. Each major application section will be rated according to the total points that have been allotted to the section. The state will endeavor to ensure grant awards are made to shelters within each region of the state to ensure a continuum of care. In addition, priority consideration will be given to applications that demonstrate the following:

- 1. History of satisfactory performance in implementing ESG-type activities and grant requirements.
- 2. Adequate agency capacity to carry-out grant objectives and meet grant requirements.
- 3. The agency's ability to assist in meeting the State's objectives and outcomes.
- 4. Locality has no shelter for the homeless other than the applicant.
- 5. An existing shelter in the applicant's service area is in danger of closing.
- 6. ESG funds are needed to address concerns creating minor health and safety issues for applicants that exhibit exceptional client services.
- 7. Maximum support services will be provided by the shelter in coordination with other human services agencies.
- 8. The shelter has substantial community/public support for the project.
- 9. Homeless individuals will be extensively involved in the operation of the shelter, or in other related activities. (for example, client mentoring programs).

- B. Pre-Award Site Visit:

The OEO staff may conduct a pre-award visit to shelters to make an on-site appraisal of the program.

- C. Notification:

The OEO will notify all applicants in writing and host a post-award workshop with the selected applicants.

## **EVALUATION PROCESS**

### **Emergency Shelter Grants Program**

**Performance.** Up to 15 points will be awarded based on the applicant's past performance with ESG. New applicants that have never received ESG or have not received it within the span of OEO record keeping will receive these points automatically. For applicants that have received ESG within the span of OEO record keeping the following criteria will apply:

1. Whether the applicant has complied with start-up guidelines.
2. Whether applicant has achieved Accomplishments as planned.
3. Timely and accurate submission of reports, monitoring responses, and other requested information.
4. Whether the applicant has maintained expenditure rates consistent with the elapsed time within the program year.
5. Whether the applicant has unresolved programmatic or audit monitoring concerns or findings.
6. Whether all grant funds were expended.
7. Whether the requested reimbursement contained excessive unallowable costs and/or requests for reimbursement required numerous corrections.

**Applicant capacity.** Up to 15 points will be awarded based on the extent to which the application demonstrates the capacity of the applicant agency. The application must demonstrate that the agency staff has adequate credentials and experience to carry out the proposed project. This means that in addition to knowledge of and experience in serving the homeless in general, the organization carrying out the project, its employees, or its partners, must have the necessary experience and qualifications to carry out the specific activities proposed. Factors to be considered will include: prior agency experience and results in the type of work being proposed; suitable agency fiscal capacity and organizational infrastructure to implement the project immediately; and employee experience and credentials in the area to be implemented. OEO's monitoring records of previously funded projects will also be included in determining applicant capacity.

**Project quality.** Up to 20 points will be awarded based on the extent to which the application demonstrates the quality of the project. The housing and services proposed must be appropriate to the needs of the target population. The application must demonstrate a clear understanding of the grant guidelines presented in the RFA, the needs of the clients, the services to be offered, and the effectiveness of the services in meeting those client's needs. Special consideration will be given to applications that demonstrate service to "at-risk" households, "chronically homeless" individuals (i.e. substance abuse programs, vocational rehabilitation, psychological counseling, and employment training), and that exemplify the agency's ability to assist the State in meeting its goals as outlined throughout the RFA. **Note: For applicants who propose preventive funds in their budget, if awarded, the agency must keep at least 75% of the proposed preventive funds in that line item.**

**Need for Project.** Up to 25 points may be awarded based on the extent to which the application demonstrates the need for the project. It must describe the need for the specific project compared against existing local services. The project may be judged to adequately describe the need for the project if it addresses the following points:

1. The need for the project is documented by use of waiting lists, references to similar programs, etc.
2. The project is consistent with the priorities described in the State's Consolidated Plan;
3. The project does not duplicate existing programs and services.

**Operational Feasibility.** Up to 15 points may be awarded based on the extent to which the application demonstrates the feasibility of the project. The application must include:

1. Clear and complete plans for implementing the project;
2. Adequate committed funding to implement the project;
3. An adequate strategy for securing additional support and commitment;
4. Adequate number of well-trained staff to carry out the proposed project;
5. Indicators that demonstrate that the project is ready to be implemented immediately (approximately 25% expenditure of funds within the first quarter);

**Leveraging and Local Support.** Up to 10 points may be awarded based on the extent to which the application demonstrates the organization's overall leveraging and maximum local support. The following will be considered:

1. All applications must provide a demonstration that a local match of cash and/or in-kind resources has been fully committed for the project in compliance with ESG regulations.
2. Applicants demonstrate substantial local support with movement towards a continuum of care strategy, which could include nonprofit organizations, governmental agencies, other providers, private foundations, neighborhood groups and others. This can be accomplished with letters of support and other commitments and should reflect broad-based community support and not be restricted to agencies affiliated with the formal human services delivery system.
3. The extent to which volunteers have been associated with the operation of the shelter and how they defray the costs of other professionals who otherwise would be required to perform their functions.

The scores for each factor will be added in order to obtain a total score for each application. The applications will then be ranked from highest to lowest according to the combined scores. Funding will be awarded to applications according to ranking, beginning with the highest score.

## Inventory of Facilities to Receive a 2009 Request for Application Package

<u><b>Region</b></u>	<u><b>Capacity</b></u>
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**The Upstate - (Anderson, Cherokee, Greenville, Greenwood, Laurens, Pickens, Oconee, Spartanburg, Union, York counties)**

1. Anderson Sunshine House (Anderson)	14 Families
2. The Salvation Army of Anderson (Anderson)	40 Men & Women
3. Helping Hands of Clemson (Pickens)	54 Children
4. Bowers-Rodgers Home, Inc. (Greenwood)	12 Children
5. MEG's House for Abused Women & Children (Greenwood)	26 Women & Children
6. McCormick Children's Home (Greenwood)	16 Children
7. Rosewood House of Recovery (Greenville)	12 Women
8. Safe Harbor, Inc. (Greenville)	18 Women
9. SHARE, Inc. (Greenville)	37 Men, Women, & Children
10. The Salvation Army of Greenville (Greenville)	130 Men & Women
11. Safe Passage (York)	22 Women
12. Children's Attention Home (York)	20 Children
13. Pilgrim's Inn (York)	28 Families
14. Interfaith Hospitality Network of York (York)	14 Family Members
15. Divinity Care (Spartanburg)	17 Men
16. Safe Homes Rape Crisis Coalition (Spartanburg)	50 Women & Children
17. The Haven, Inc. (Spartanburg)	30 Men, Women, & Children
18. Spartanburg Children's Shelter (Spartanburg)	32 Children
19. Cherokee Children's Home (Cherokee)	19 Children
20. Upstate Homeless Coalition (Greenville)	20+ Families

<u><b>Region</b></u>	<u><b>Capacity</b></u>
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**The Midlands - (Aiken, Fairfield, Lexington, Orangeburg, Richland, Sumter counties)**

21. Cumbee Center (Aiken)	25 Women & Children
22. Nurture Home (Aiken)	5 Young Women & their Children
23. The Salvation Army of Aiken (Aiken)	28 Men & Women
24. Nancy K. Perry Children's Shelter	14 Children
25. Sistercare (Lexington)	64 Women & Children
26. Alston Wilkes Society (Richland)	18 Male Veterans
27. The Cooperative Ministry (Richland)	N/A Families Goods & Services
28. The Family Shelter (Richland)	32 Families
29. Palmetto Place Children's Shelter (Richland)	28 Children
30. The Salvation Army of Columbia (Richland)	132 Women & Men
31. The Women's Shelter (Richland)	34 Women
32. Volunteers of America (Richland)	N/A Homeless Child Care
33. Citizens Against Spouse Abuse (CASA) (Orangeburg)	24 Women & Children
34. Greenhouse Runaway Shelter (Sumter)	12 Individuals
35. Samaritan House (Sumter)	15 Individuals
36. Wateree CAA (Sumter)	45 Individuals

<u><b>Region</b></u>	<u><b>Capacity</b></u>
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**The Pee Dee - (Chesterfield, Dillon, Florence, Horry counties)**

37. Pee Dee Coalition Against Domestic & Sexual Abuse (Florence)	25 Women & Children
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## Inventory of Facilities to Receive a 2009 Request for Application Package (continued)

**Region****Capacity**

38. Pee Dee Community Action Agency (Florence)	22 Families
39. Citizens Against Spouse Abuse (CASA) (Horry)	22 Women & Children
40. Jubilation House (Horry)	8 Families
41. House of Hope of the Pee Dee	

**Region****Capacity****The Lowcountry - (Beaufort, Charleston, Colleton, Dorchester counties)**

42. Child Abuse Prevention Association/Open Arms (Beaufort)	18 Children
43. Citizens Opposed To Domestic Abuse (Beaufort)	32 Women & Children
44. Carolina Youth Development (N. Charleston)	50 Children
45. The Good Neighbor Center (Charleston)	18 Families
46. Crisis Ministries (Charleston)	250 Families
47. Salvation Army of Charleston (Charleston)	38 Men only
48. Women & Children's Shelter (Summerville)	28 Women & Children
49. Dorchester Interfaith Outreach Ministries (Dorchester)	12 Families
50. Lowcountry Community Action Agency (Walterboro)	12 Families

**Certification of Compliance with South Carolina's Consolidated Plan for  
Housing and Community Development Program Years: 2006 – 2010**

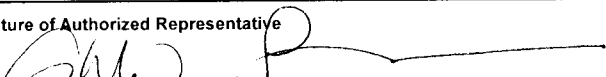
In accordance with the proposed accomplishments in the South Carolina Consolidated Plan for Housing and Community Development, the Emergency Shelter Program will provide benefits to approximately 30,000 households annually in the areas of facility repair, operations, and services. Approximately 300 households will be assisted annually with homeless prevention assistance.

The Governor's Office of Economic Opportunity will administer the Emergency Shelter Grants Program and award approximately twenty (20) to thirty-eight (38) grants annually.

  
\_\_\_\_\_  
Sign

12/15/08  
Date

# APPLICATION FOR FEDERAL ASSISTANCE

<b>1. TYPE OF SUBMISSION:</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Application</b>  <input type="checkbox"/> Construction  <input checked="" type="checkbox"/> Non-Construction         </div> <div style="width: 45%;"> <b>Preapplication</b>  <input type="checkbox"/> Construction  <input type="checkbox"/> Non-Construction         </div> </div>		<b>2. DATE SUBMITTED</b> 17-Dec-08		<b>Applicant Identifier</b>
		<b>3. DATE RECEIVED BY STATE</b>		<b>State Application Number</b>
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>		<b>Federal Identifier</b>
<b>5. APPLICANT INFORMATION</b>				
<b>Legal Name:</b> Office of the Governor    OEO DUNS# 786543020 <b>Address (give city, county, state, and zip code):</b> 1205 Pendleton Street Columbia, South Carolina 29201			<b>Organizational Unit:</b> Office of Economic Opportunity <b>Name and telephone number of the person to contact on matters involving this application (give area code)</b> Margaret Gibson Phone: (803) 734-1266      Fax: (803) 734-0356 email: mgibson@oepp.sc.gov	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">             01 - 70000000           </div>			<b>7. TYPE OF APPLICANT:</b> (enter appropriate letter in box) <span style="border: 1px solid black; padding: 0 5px;">A</span> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">A. State</div> <div style="width: 50%;">H. Independent School Dist.</div> <div style="width: 50%;">B. County</div> <div style="width: 50%;">I. State Controlled Institution of Higher Learning</div> <div style="width: 50%;">C. Municipal</div> <div style="width: 50%;">J. Private University</div> <div style="width: 50%;">D. Township</div> <div style="width: 50%;">K. Indian Tribe</div> <div style="width: 50%;">E. Interstate</div> <div style="width: 50%;">L. Individual</div> <div style="width: 50%;">F. Intermunicipal</div> <div style="width: 50%;">M. Profit Organization</div> <div style="width: 50%;">G. Special District</div> <div style="width: 50%;">N. Other (Specify) _____</div> </div>	
<b>8. TYPE OF APPLICATION:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): A. Increase Award    B. Decrease Award    C. Increase Duration D. Decrease Duration    Other (specify): _____			<b>9. NAME OF FEDERAL AGENCY:</b> US Department of Housing and Urban Development (HUD)	
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER</b> <span style="border: 1px solid black; padding: 0 5px;">14 - 231</span> <b>TITLE:</b>			<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> Emergency Shelter Grants	
<b>12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):</b> State of South Carolina				
<b>13. PROPOSED PROJECT:</b>		<b>14. CONGRESSIONAL DISTRICTS OF:</b>		
<b>Start Date</b> 7/1/2009	<b>Ending Date</b> 6/15/2010	<b>a. Applicant</b> Six (6) Statewide Congressional Districts		<b>b. Project</b> Six (6) Statewide Congressional Districts
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b> a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input checked="" type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
a. Federal      \$      1,496,392 .00 b. Applicant      \$      .00 c. State      \$      .00 d. Local      \$      .00 e. Other      \$      0 .00 f. Program Income      \$      .00 g. TOTAL      \$      1,496,392 .00		<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b> <input type="checkbox"/> Yes    If "Yes," attach an explanation. <input checked="" type="checkbox"/> No		
<b>18. To the Best of my Knowledge and Belief, all Data in this Application Preapplication are True and Correct. The Document has been Duly Authorized by the Governing Body of the Applicant and the Applicant will Comply with the Authorized Assurances if the Assistance is Awarded.</b>				
<b>a. Typed Name of Authorized Representative</b> Ashlie Lancaster		<b>b. Title</b> Director, Office of Economic Opportunity		<b>c. Telephone number</b> (803) 734-0425
<b>d. Signature of Authorized Representative</b> 				<b>e. Date Signed</b> 11-24-08